

- Ensuring provisions of regular updates on subjects of importance for the Rewilding Europe work in the area (e.g. news, stories, development/infrastructure and management plans & strategies, etc.).
- Facilitate and support the team in the contacts with local authorities, institutions and partners.
- Assist the development of the project proposals, strategies, objectives, activities, work-plans and budgets.
- Maintain open communication with WI team and create a positive atmosphere among the team; participate in team meetings and give constructive neutral feedback.
- Make local arrangements for field trips, photo mission, media trips, local meetings, workshops and seminars as well as other necessary administrative arrangements.
- Undertake procurements and follow-up on local financial & administrative issues, such as equipment, contracts, payments and expenditure for items as stated in the work plan.
- Perform other duties as assigned by the team leader and direct supervisor.
- Daily management of contracts with EU LIFE and CCI with the associated beneficiaries, suppliers and partners.
- Helps to ensure that project administration and reporting created and maintained.

Co-ordination

- Deliver the Project according to contractual terms (or their agreed amendment) by assisting the Team Leader in the planning and progressing the Project Tasks using suitable project management and monitoring techniques as necessary and appropriate.
- Keep the Team Leader fully informed of progress on all financial deliverables and milestones and resource requirements to help ensure that they are completed or that a formal agreement is made for a contractual change.
- Support the file archive management for the projects, in cooperation with the Project Team and RE Finance & Operations team and partners' lead administrative staff, to ensure that these processes are compatible with the LIFE regulation.
- Co-ordinate the work of the partners' administration staff to ensure that the Project Team are able to carry out Project tasks as required
- Produce a 'Project Guidance Handbook' for Project Team members to ensure consistent quality standards in all aspect of project delivery.
- Coordinate the production of a full execution statement for the Mid Term and Final Report, and statements of income and expenditures for the progress reports, as requested in the reporting templates.
- Assist the project team in the fulfilment of any request of information, integration or action by the European Commission and CCI.

Call only

Qualifications

- At least 3 years working experience in projects related to biodiversity conservation & management, ecotourism businesses, local administration & planning, hunting management.
- Good knowledge of Western Iberia area, RN2000 administrative procedures and management.
- Personal field passion and experience of nature, a lust for the wild and a keen interest in wildlife and field ecology. Knowledge of Coa Valley species and habitats is an asset. Well-developed contacts with local authorities, tourism sector (local and national).
- Good Interpersonal skills, ability to work
- Ability to write in a clear and concise manner and communicate effectively orally.
- Good writing and speaking in English language.
- Good team player, a pro-active attitude and personality with an ability to work independently in a multi-cultural environment with sensitivity and respect for team & stakeholder diversity; ability to manage himself from his home office, good organizational skills and problem solving abilities.

- Excellent social skills, experience with working in local communities in the WI and sensitive to the local social differences.
- Experience with public (EU-LIFE) funding is preferred.
- Ability to write status reports and routine business correspondence; proven administrative, organizational and problem-solving abilities.
- Demonstrates integrity, strives for excellence in her/his work, and has experience of leading others to new levels of effectiveness and impact.
- Ability to work with Microsoft Office software (particularly excellent domain of Excel) and accounting systems.
- Full proficiency in English (read, written and spoken) is required.
- Prepared to travel on a regular basis within Europe.

Competences and skills

Able to work pro-actively and independently. Has a high standard of work, especially in accuracy and self-organisation. Is proactive in signalling problems and improvements and timely addresses these. Team player; able to work in an international and cross-cultural setting.

Salary indication

The maximum gross salary on a fulltime basis is 1500 a 1700 euro per month according to experience and level of education.

Applications, including motivation letter and CV, should be sent to (pedro.prata@rewildingeurope.com) before 14 December 2018.

For more information please contact by mail or +351 912196778.